



Agency-directed

Personal Assistance, Respite and Companion

Provider Training Module 6

Division of Developmental Services
Department of Behavioral Health and Developmental Services
2013

ID Waiver Provider Modules

- 1 = Overview of the ID and DS Waivers
- 2 = Becoming an ID Waiver Provider
- 3 = Supporting People in the ID and DS Waivers
- 4 = Introduction to Planning
- 5 = Residential Services
- 6 = PA, Respite and Companion (Agency-Directed)**
- 7 = Employment and Day Services
- 8 = Crisis Stabilization – ID Waiver
- 9 = Assistive Technology, Environmental Modifications and Transition Services
- 10 = Skilled Nursing
- 11 = Personal Emergency Response System
- 12 = Consumer Directed Services and Services Facilitation
- 13 = Therapeutic Consultation
- 14 = Preauthorization and Billing
- 15 = Monitoring and Oversight

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Common Acronyms

- DSP = Direct Support Professional
- PCP = Person-centered Practices
- ID = Intellectual Disability
- SC = Support Coordinator
- PFS = Plan for Support
- DDS = Division of Developmental Services
- DBHDS = Dept. of Behavioral Health & Developmental Services
- PA = Personal Assistance
- VDH = Virginia Department of Health
- PFS = Plan for Supports

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Provider Requirements



Review before proceeding

Overview of the Intellectual Disability and Day Support Waivers

Provider Training Module 1

Becoming an ID Waiver Provider

Provider Training Module 2

Supporting People in the Intellectual Disability and Day Support Waivers

Provider Training Module 3

Introduction to Planning in Virginia's Intellectual Disability and Day Support Waivers

Provider Training Module 4

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Provider Requirements

Intellectual Disability Online System (IDOLS)

All Providers must be enrolled in IDOLS prior to providing services under the ID and DS Waivers.



IDOLS DMAS Memo 11-23-11

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Provider Requirements

See the following Provider Module for more information about DBHDS electronic authorization via IDOLS:

Service Authorization and
Reimbursement

Provider Training
Module 14

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Provider Requirements

Service Providers

✗ May not be parents of individuals under 18 **or** the individual's spouse



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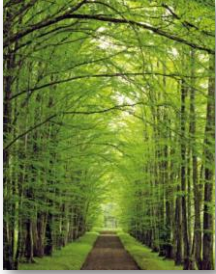
Documentation

✓ Can be other family members living under the same roof IF documentation shows no other provider available

Must have same qualifications as other agency staff

ODS Bulletin #8

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Service Descriptions

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Personal Assistance

Direct support with personal needs, typical daily tasks, community involvement and health & safety.

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Personal Assistance

- ✓ Provides 1:1 support with...
 - personal needs,
 - medical needs,
 - positive relationships, and
 - community involvement.

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Respite

Provides temporary supports during emergencies and at other times as needed by an unpaid caregiver.

Can be in the individual's home, a provider's home or other community locations.

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Respite

- ✓ Provides 1:1 support with...
 - personal needs,
 - medical needs,
 - positive relationships, and
 - community involvement.

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Companion

Provides non-medical care, socialization, or support to adults. This service is provided in an individual's home or at various locations in the community.

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Companion

- ✓ Provides 1:1 support with...
 - positive relationships and
 - community involvement.

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Qualifications

PA R C

Personal Assistance, Respite and Companion

See Provider Module 2 for DSP Training Requirements for the ID Waiver

Becoming an ID Waiver Provider

Provider Training
Module 2

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Supervisory Visits



Personal Assistance, Respite and Companion

Must Have:

- Identified **supervisor** to complete
 - Initial home visit prior to start of services
 - *to determine supports needed*
 - Revisions and changes to the PFS

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Supervisory Visits



Supervisors **credentials** include:

- one year of documented experience with ID/DD
- at least a bachelor's degree in a human services field

Experience may be substituted for the education requirement.

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Supervisory Visits



Personal Assistance, Respite and Companion

For VDH-licensed Home Care Organizations and Home Health Agencies supervisors' **credentials** include:

RN or LPN

VDH-licensed only

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Supervisory Visits



Frequency of visits

Personal Assistance	Respite	Companion
every 30-90 days as documented and determined by supervisor.	every 6 months or upon the use of 240 hours, whichever comes first.	at least quarterly.

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Supervisory Visits

PA R C

Personal Assistance, Respite and Companion

- Continued appropriateness of service
- Adequacy of service plan to meet needs
- Any hospitalization or change in medical condition/functioning

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Supervisory Visits

PA R C

Personal Assistance, Respite and Companion

- Observation and training for DSP
- Presence/absence of DSP during home visit
- Other services received & amount
- Satisfaction with services

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Allowable Support Activities

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Allowable Support Activities	Personal Assistance	Respite	Companion
ADLs	Yes	Yes	No
IADLs	Yes	Yes	Yes
Monitoring health/Medical needs	Yes	Yes	No
Medications	Yes	Yes	Yes Self-Admin*
Housekeeping /Meals**	Yes	Yes	Yes
Safety	Yes	Yes	Yes
Delegated Nursing Tasks	Yes	Yes	No
Appointments/Meetings	Yes	Yes	Yes

Allowable Support Activities

PA R

Personal Assistance & Respite

- Certain medically-oriented supports/therapies may be provided **IF** staff receive:
 - initial training in the procedure AND
 - on-going monitoring

from a RN who deems staff capable of performing the task



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Allowable Support Activities

PA R

RN (or one licensed to practice medicine):

- Determines “delegated” tasks
- Assesses skill level of staff
- Trains staff as per individual, per procedure
- Supervises staff performing the task
- Determines frequency of supervision

Nurse Practice Act –
18 VAC90-20-420--460

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Allowable Support Activities

PA R

- RN training and on-going supervision activities can be paid for under ID Waiver Skilled Nursing, if the provider is a DMAS SN enrollee and prescribed by a physician



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Allowable Support Activities

C

Companion

- Non-medical support and companionship to adults
- In home or various community locations
- Therapeutic focus



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Allowable Support Activities

C

Companion

Compatible with congregate residential support when CRS hours are reduced.



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Allowable Support Activities

C

Companion

Available for young adults(18-22) enrolled in school outside of school hours.



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Units & Limitations



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Units & Limitations

PA

R

C

Personal Assistance, Respite and Companion

Does not include "skill-building."

Provides supports 1:1 with the individual

Occurs in home and community

Can be combined with CD Services

Units of service = 1 hour

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Units & Limitations



Personal Assistance, Respite and Companion

When sharing authorized hours between no more than two individuals in the same home...

- total hours are divided
- must be justified and described in PFSs

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Units & Limitations



Personal Assistance

Not during same billable hours as other Waiver services.

Not compatible with congregate residential or licensed ALF.

Not compatible with day support or prevocational services.

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Units & Limitations



Personal Assistance

May be provided during work or post-secondary education under certain conditions.

CAUTION!!

- ✓ Must not duplicate DARS/IDEA services or Supported Employment Services
- ✓ Prohibited if required by employer to provide

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Units & Limitations



Personal Assistance

Ineligible without a
back-up plan



...must be identified in the Plan for Supports.

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Units & Limitations

PA

Personal Assistance

Back-up plan development is the responsibility of individual/family

Can be a family member, primary caregiver, neighbor, friend willing and available to assist the individual



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Units & Limitations

PA

Personal Assistance & Respite

If agency is unable to provide DSP:

- The provider may obtain a substitute DSP from another agency (< 2 weeks in duration).
- The provider may terminate services and notify the support coordinator so that an alternate provider can be located.

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Units & Limitations

R

Respite

- Authorized for up to 12 months.
- May be requested prior to use at any time during the ISP year.
- Limited to 480 hours per fiscal year (July 1st to June 30th).

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Units & Limitations

R

Respite

Only for unpaid
caregivers



...who live in the home.

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Units & Limitations

C

Companion

Does not provide medical or personal needs

Only for adults over 18

No more than 8 hours per day



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Units & Limitations

PA

C

A note about **congregate** settings...

While PA or Companion can be provided in congregate residential settings, they must still be provided on a 1:1 basis with allowable activities.

Options include:

Congregate Residential or PA;
Congregate Residential and Companion

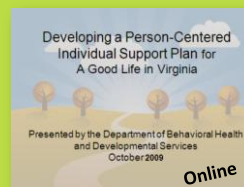
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Documentation



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Review the five PC ISP Modules on the DBHDS Website before participating in an individual's planning meeting.



<http://www.dbhds.virginia.gov/DDS-PersonCenteredPractices.htm>

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Documentation

PA R C

Personal Assistance, Respite and Companion

- 1) Supports Intensity Scale (copy of long report and annual Risk Assessment)
- 2) PC ISP *Parts I through IV*
- 3) Plan for Supports (PFS) *Part V*
(or 60-day PFS for PA only)

60-Day PFS

Personal Preferences Tool

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Documentation

PA

60-Day PFS

An option for Personal Assistance – see the following provider module for more information:

Introduction to Planning in Virginia's
Intellectual Disability and Day Support Waivers

Provider Training
Module 4

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Documentation

PA R C

Personal Assistance, Respite and Companion

- 4) ISAR via IDOLS
- 5) Date, time, amount and type of support
(e.g. Support Checklist)
- 6) Weekly notes
(e.g. Support Log note with individual's response,
activities and condition)
- 7) Periodic Supports

Periodic Supports

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Documentation

PA

Personal Assistance Option

Periodic Supports

- Additional hours of support over and above regularly scheduled hours
- Completed initially and as needed
- To accommodate semi-predictable events

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Documentation

PA

Periodic Support Hours (cont'd)

- PFS must include an outcome and support activities to be provided during additional hours
- Computed through form: Determining Periodic Support Hours

Cannot bill for PS hours unless used/documented

Determining Periodic Support Hours

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Documentation

PA

Periodic Support Hours (cont'd)

- Documentation of hours used:
 - Date PS hours used
 - Reason for use
 - Supports provided
 - Number of PS hours provided

PS Checklist

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Documentation

PA

- 8) Updates to Plan or Supports
- 9) Signatures of individual/family and DSP weekly confirming delivery of supports
- 10) Supervisory Visit Documentation



Supervisory Visits

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Documentation

PA

R

C

Personal Assistance, Respite and Companion

Confirms...

- Continued appropriateness of service
- Adequacy of service plan to meet needs
- Hospitalizations and health status changes
- Other services and amounts
- Presence of DSP during visit

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Documentation



Personal Assistance, Respite and Companion

Confirms...

- Satisfaction with services
- Quality and appropriateness
- Gaps in DSP ability and provides needed training
- Documents results of visits

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Documentation



Personal Assistance and Companion

11) Person-Centered Reviews *(may be completed as part of a supervisory home visit)*

Include:

- Review and revisions to PFS
- Significant events
- Individual/Family/Caregiver satisfaction with services

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Documentation



Personal Assistance and Companion

Must Have:

- Identified **supervisor** to complete
 - Person-Centered Reviews (completed every 90 days)
 - forward to the CSB Support Coordinator within 10 calendars days of due date

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Documentation



Respite Only

- Written Person-Centered Reviews are not required
 - Regular communication (e.g. quarterly) is required to inform the CSB SC about the use of Respite Services

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Documentation



Personal Assistance, Respite and Companion

Documentation comparison

DMAS 97A/B Plan of Care and DBHDS Personal Preference Tool	or	Plan for Supports (PC ISP Part V)
DMAS 99 Recipient Assessment (completed quarterly)	or	Person-Centered Review (completed quarterly)
DMAS 90 Provider Aide Record	or	Support Checklist

VDH-licensed
only

Personal Preferences Tool 57



Continue to modules...

Service Authorization and
Reimbursement

Provider Training
Module 14

Monitoring and Oversight

Provider Training
Module 15

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